

Department of Operations

Revised January 2012

Division: Transportation
Reports to: Shop Foreman

Status: Non-Exempt
Pay Grade: Aux 7
Terms: 230 Days

Primary Purpose

Perform mechanical repairs to ensure proper performance, safety, and reliability of vehicles for the transportation of students.

Qualifications

Education/Certification

1. High School Diploma or GED is preferred
2. Valid Texas commercial driver's license and good driving record

Special Knowledge/Skills

1. Effective communication and interpersonal skills.
2. Demonstrated mechanical aptitude and ability.
3. Ability to understand and execute verbal and written instructions.
4. Must be cooperative and show initiative towards improving skills.
5. Ability to work productively with minimal supervision.
6. Three years automotive or truck mechanical repair experience.
7. Certification by the Automotive Service Excellence testing program in a minimum of four service areas.

Experience

Minimum 3 years experience for Mechanic III

Major Responsibilities and Duties

1. Performs all necessary vehicle repairs as assigned, indicating to the Shop Foreman when repairs are completed and another job assignment is required.
2. Maintains a safe, clean, productive and efficient work area.
3. Identifies and reports any repairs found to be necessary whether or not previously assigned. Indicates any necessary repairs that are above current qualification level.
4. Records time spent, parts used, and repairs on the appropriate forms provided as each activity is completed.
5. Immediately brings unsafe practice or conditions to the attention of the Shop Foreman.
6. Ensures compliance of work and work area with appropriate state and federal regulations regarding equipment and equipment maintenance.
7. Immediately brings abnormal instances of vehicle abuse and major mechanical problems to the attention of the Shop Foreman.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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8. Diagnose and repair mechanical and electrical problems.
9. Overhaul gasoline and diesel engines, brakes, mechanical, and air; front and rear suspensions.
10. Analyze and tune engines through the use of engine analyzer, ignition analyzer, injector pump tester, and coolant tester.
11. Furnish personal basic hand tools.
12. Take initiative to improve skills as a mechanic.
13. Work 24-hour on-call duty on a rotating schedule.
14. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
15. Research district policy, precedent, and current practices prior to taking action.
16. Participate as an effective team member who contributes to district, department, and content goals.
17. Demonstrate integrity and ethics.
18. Display proficient levels of technology applications.
19. Utilize time wisely for effective management of job responsibilities.
20. Maintain punctuality in daily work times, appointments, and meetings.
21. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
22. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
23. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
24. Other duties as assigned by the Shop Foreman.

Working Conditions

Mental Demands

1. Effective communication; ability to maintain emotional and professional control in all circumstances
2. Maintaining emotional control under stress; working around high noise levels

Physical Demands/Environmental Factors

1. Moderate walking, standing, climbing, stooping, bending, reaching; heavy lifting and carrying; working outside and inside; exposure to extreme temperatures and vehicle fumes; working around moving objects and machinery with moving parts.

I have read and understand the responsibilities and duties as described in this job description.

Signature

Printed Name

District Location

Date

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